

**PROPOSED**  
**Property and Supply Management Officer (DOC)**

**NATURE OF WORK IN THIS CLASS:**

This is responsible supervisory and management services work in the acquisition and disposition of equipment and property, and in the requisition and warehousing of supplies, materials, and commodities of a correctional facility.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the Department of Corrections' property and supply management programs for the acquisition, inventory, and distribution of new and surplus property, and for the requisition, warehousing, and distribution of supplies, materials, and commodities.

Develops and implements property and supply management policies and procedures consistent with federal and local laws, and the department's regulations.

Establishes internal and external controls to facilitate the proper inventory control and/or transfer/disposal of the department's assets, and for the maintenance of critical/demand item supplies, materials, and commodities; authorizes the requisition of supplies, materials, and commodities for replenishment; inspects storage facilities and conducts periodic inventories to ensure compliance with standard operating procedures; secures and analyzes supply requirement forecasts, stock issue reports and other controlling data.

Provides technical departmental assistance in determining the kinds and quantities of new and surplus property to be acquired, distributed, and/or utilized; makes recommendations on awards and contracts for supplies, equipment, and services; participates in the long range planning of the department's supply requirements and/or capital improvement projects; participates in meetings to resolve critical or complex problems involving the requisition, warehousing, and distribution of equipment and supplies.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of the laws, rules, and regulations governing the acquisition, distribution, and utilization of new and surplus property.

Knowledge of supply management program operations and techniques, principles and practices.

Knowledge of storekeeping/warehousing, recordkeeping and inventory control methods and procedures.

Knowledge of current office practices and procedures.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to supervise the work of others and to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**


- A) Three years of experience in the various phases of supply work such as supply cataloging, warehousing, contracting, issuing and receiving of supplies to include inventory control and property recordkeeping; two years of lead or supervisory experience; and graduation from high school; OR
- B) Any equivalent combination of experience and training beyond high school which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JANUARY 2009 (Pursuant to P.L. 29-113, Chapter 6, Section 41)

PAY GRADE: M      Step 1:      \$28,678.00  
                                 Step 10:      \$43,018.00

**HAY EVALUATION**

KNOW-HOW:	E	I	2	200
PROBLEM SOLVING:	D	3	33%	66
ACCOUNTABILITY:	D	1	P	<u>87</u>
<b>TOTAL POINTS</b>				<b>353</b>

  
**NAOMI E. LUJAN-GONZALES, Executive Director**  
**Civil Service Commission**